



## DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF JUSTICE	<b>RELEASE DATE:</b>	Thursday, March 20, 2014
<b>POSITION TITLE:</b>	Bureau Chief, Bureau of Gambling Control	<b>FINAL FILING DATE:</b>	Wednesday, April 2, 2014
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	Friday, April 4, 2014
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$10,237.00 / Month	<b>BULLETIN ID:</b>	03032014_2

### POSITION DESCRIPTION

Under the direction of the Director and Deputy Director, Division of Law Enforcement, plans, organizes, and directs the work of the Bureau of Gambling Control. The Bureau Chief is responsible for the creation and implementation of regulatory and enforcement policy for the Bureau of Gambling Control. The Bureau Chief provides input to the Gambling Board/Commission and the Attorney General on a broad range of policy issues. Oversees the creation of regulations governing the gambling industry within the State. In coordination with executive management, creates policy, procedures and guidelines on a statewide basis. Acts as a liaison with gambling association members, members of local law enforcement, State and Federal agency executives and the general public to provide interpretation and application of the law, policy, and procedures established to regulate the gambling industry. In addition, the Bureau Chief serves as the law enforcement consultant to the Attorney General.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

#### Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

#### Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more

consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

### **SPECIAL REQUIREMENTS**

Must be a Peace Officer as defined by Penal Code Section 830.1.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies,

to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

- 1) Experience in managing and supervising a large multidisciplinary professional and administrative staff.
- 2) Experience with and knowledge of law enforcement programs within the State of California and the interactions with local and Federal law enforcement agencies.
- 3) Experience with developing and implementing regulatory and enforcement policies and procedures on a statewide basis and the ability to coordinate and implement changes.
- 4) Experience serving as a liaison between a large governmental agency and other State and Federal agencies, professional law enforcement, and other associations.
- 5) Knowledge of Bureau of Gambling Control's overall mission and goals and how it interrelates to the Division of Law Enforcement's programs.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Bureau Chief, Bureau of Gambling Control**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and work experience as it relates to the "Desirable Qualifications" and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list; however, interviews may be conducted as part of the examination process.

### **FILING INSTRUCTIONS**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a font size no smaller than 12 point.
- Resume (resume will not take the place of the Statement of Qualifications)

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF JUSTICE, Testing and Selection Unit

P.O. Box 944255, Sacramento, CA 94244-2550  
Jorge Avalos | 916-327-4187 | [jorge.avalos@doj.ca.gov](mailto:jorge.avalos@doj.ca.gov)

**ADDITIONAL INFORMATION**

Questions regarding this examination should be directed to Jorge Avalos at (916) 327-4187.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)